

**Developmental Disabilities Council**  
**Membership Committee Minutes**  
**August 2, 2018**  
**Glass Kitchen Restaurant, Glasgow DE AND**  
**The Developmental Disabilities Council office**  
**Margaret M. O'Neill Building, 410 Federal Street, Dover, De.**  
**2-3pm**

**Members Present: Karen McGloughlin, Karen Gallagher**

**Staff: Stefanie Lancaster**

**Guests: Ashley (support for Karen G)**

- I. Update on Resignations/Appointments** – Stefanie Lancaster provided the members with information from the Governor's office. There are currently 8 applications at the Governor's office. 1 of which is Debra McCann who is re-applying to continue her current position on the Council. 1 is a person with a disability – Moni Edgar. The remaining names are parents or relatives of an individual with a disability. The Council is currently in need of 3 members with disabilities. Therefore, Ms. Edgar's application will be presented to the Governor during a meeting next week. More information will be shared with the Council as it becomes available to staff.
- II. Development of Ballot** – We are currently gathering names for the Ballot of Officers for the September Council meeting. A copy of the current DRAFT ballot was shared with the Committee for their review and approval. Ballot was approved as submitted. This will be presented to the Council for the voting at the September Council meeting.
- III. New Member Recruitment – Council and Committee** – Information was shared with the Committee regarding stats from the recent Community Outreach events held in Sussex County in hopes that the Council can gain more membership from Sussex County. A survey was sent to all vendors that participated in the event. A collection of the survey results will be shared once the information has been compiled. This information can be used in the future to plan more events similar to these. It was recommended to hold a similar type event yearly.
- IV. Other Business** – Karen Gallagher stated that the committee needs to ensure that all members are attending committee and Council meetings. Karen McGloughlin suggested that the DDC produce educational materials that provide fact sheets to

highlight what the DDC does to help increase awareness about our Council and its mission as well as engage the community. This would be a great idea to help put a positive spin on the Council and a good strategic move. Karen will work with Kristin Harvey to see what would be involved in getting this idea shared with the Council and moving forward.

The Committee would like to reconvene on August 17<sup>th</sup> from 12-1 p.m. at DDDS Fox Run to review the Members attendance charts and discuss who to send commitment letters to.

**V. Adjournment** – The meeting adjourned by 2:45 p.m.